
From: Mosqueda,Sara (DSHS) <Sara.Mosqueda@dshs.texas.gov>
Sent: Friday, December 21, 2018 12:05 PM
To: Eddie.Olivarez@hchd.org; mike.escaname@hchd.org; Evangelina.Rubio@hchd.org; david.leal@hchd.org
Cc: Kelley,Lucia (DSHS); Miller,Lauren (DSHS)
Subject: FY20 HAZARDS Renewal Request - Hidalgo County
Attachments: Blank FY20 Contract Renewal Checklist.xlsx; Blank FY20 HAZARDS Budget Templates with Match.xls

Dear FY20 CPS/HAZARDS (Public Health Emergency Preparedness) Partner,

For FY 20 contracts, the Department of State Health Services (DSHS) in collaboration with the Health and Human Services Commission (HHSC) is requiring all contracts and contract amendments to be **executed** before the Contract Start Date. The FY20 CPS/HAZARDS (Amend to Extend) Contract has an effective date of July 1, 2019. **Please read the following carefully.**

Attached with this correspondence you will find a blank FY 20 Budget Template for your completion as well as a blank FY 20 Contract Renewal Checklist. Both documents should be completed and returned to Lauren Miller, by **Tuesday, January 15, 2019.**

In order to ensure the contract amendment is executed before July 1, 2019, we request you complete the FY 20 budget template **using level funding** for FY 20. At this time, DSHS has not received the Federal Funding Opportunity Announcement (FOA) which includes the state's Public Health Emergency Preparedness funding. Please note the language below which will also be included in your amendment document.

Funding for this Contract is dependent on State Appropriations and Federal Grant funds. No work may begin and no charges may be incurred until the System Agency issues a written notice to proceed to Grantee. This Notice to Proceed may include an Amended or Ratified Budget which will be incorporated into this Contract by a subsequent Amendment, as necessary.

Level funding, your FY20 allocation dollar amount is **\$574,166** for Program ID: CPS/HAZARDS.

- The FY20 Hazards contract will be in effect from July 1, 2019 through June 30, 2020.
- Attached are the Budget Templates, including the Face Page, Contact Page, and Renewal Checklist.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY20 contractors are required to provide matching funds of 10% of the allocation amount.

- As a reminder, the budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the new budget templates labeled FY 2020 (Face Page).
- Dollar amounts must be in whole numbers. Budgets with dollar amounts not represented as whole numbers or inadequate justifications will be returned for revision.
- Please limit FTEs to two decimal places.
- Please do not use cents or formulas in the Excel cells.

Please complete the Budget Templates and Checklist and email the completed documents to **Lauren Miller** at Lauren.Miller@dshs.texas.gov by Tuesday, January 15, 2019.

Please contact me regarding any questions.

Thank you,

Lauren

Lauren Miller, CTCM

Contract Manager

Contract Management Section (CMS)

Department of State Health Services

Phone: 512-776-3574

Lauren.Miller@dshs.texas.gov



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